Local Arts Agencies and Services Program

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Similar guidelines and applications are available for all other MCACA programs from our website, as well as our general guidelines. If you require additional information, please contact MCACA staff.

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Regional Regranting

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michigan council for arts and cultural affairs

Getting Started . . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries (DHAL), serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The 2006-2010 MCACA Strategic Plan establishes short- and long-term goals for the Council's administration, its granting programs and its customer service. MCACA uses these goals to help remain focused on how to further our mission and fulfill our vision. We fully expect that the projects supported through our granting programs will meet one or more of these goals as well. The goals of MCACA are to:

- Support arts and culture as a catalyst for community revitalization and economic develop-
     ment.
- Encourage new, creative and innovative works of art.
- Strengthen arts and culture by:
    - Establishing and facilitating communications networks
    - Increasing visibility and awareness of arts and culture
    - Supporting arts education
    - Recognizing, reflecting and celebrating cultural pluralism and broadening cultural under-
      standing
- Expand and develop funding resources for the Council and its clients

In addition, the Council is firmly committed to and wishes to support projects and programs that:

- Enhance the state's quality of life
- Demonstrate the importance of arts and culture in daily living
- Provide broad public access to arts and cultural activities
- Support those who create, present or produce quality arts and cultural projects
- Facilitate delivery of arts and cultural resources statewide

This booklet contains requisite information and forms to help qualified organizations apply for funding in the Local Arts Agencies and Services Program. Applications are due May 1, 2007, for arts and cultural activities that will take place between October 1, 2007, and September 30, 2008.

An application fee of 3% of the requested amount, or $300 (whichever is less) must accompany the application.

The Local Arts Agencies and Services Program provides funding for organizations that deliver services to cultural groups and individual artists in all disciplines, who foster the long term development of a community or region. Local Arts Agencies and Services Program applicants must be community-based, non-profit, officially recognized arts councils, commissions, societies or organizations which are publicly accountable to provide financial and/or service support for the arts and culture in the whole community that it serves. We encourage you to contact MCACA staff with any

questions as to which program best fits your project and any other questions.

NOTE: It is important that you read to the MCACA publication "General Guidelines" for more detailed information as to grantee requirements, general eligibility information, MCACA contacts and other program information.

Program Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2008 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Waiver Requests

Organizations that seek a waiver of any portion of the program guidelines must do so in writing by April 16, 2007. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools and the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Underserved Communities

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. An underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions,

cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

"Underserved areas" are identified and defined by the Council as the counties of Alcona, Alger, Allegan, Antrim, Arenac , Baraga, Barry, Bay, Benzie, Branch, Cass, Clare, Crawford, Eaton, Gladwin, Gratiot, Hillsdale, Ionia, Iosco, Iron, Kalkaska, Keweenaw, Lake, Lapeer, Livingston, Luce, Mackinaw, Manistee, Mason, Mecosta, Menominee, Missaukee, Montcalm, Montmorency, Monroe, Oceana, Ogemaw, Osceola, Otsego, Presque Isle, Roscommon, Schoolcraft, Shiawassee, Van Buren and Wexford.

Program Outline

This program is designed to reflect and sustain diverse cultural expression, foster greater under-standing of the arts and preserve our cultural heritage. It is the Council's expectation that projects funded through the Local Arts Agencies and Services Program will:

- Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan.
- Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan
- Support activities that create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance.
- Promote the career development of Michigan artists and assist them in the production of their work.
- Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations, including the Local Arts Agency and Services program applicant.
- Reach new audiences; spur local economies; increase audience access, diversity, size or participation in the arts; and market and promote the arts.
- Foster collaborations and partnerships between arts organizations, local governments and business and community leaders.

For this program, a local arts agency, regional or statewide service organization is defined as "a public or private non-profit council, commission, society or organization which, by its charter and operating policies, is publicly accountable to provide financial and/or service support for the arts in the community which it serves."

Supported Projects

This program is intended to support those projects that are often unique to local arts agencies or service providers. Their efforts to promote, coordinate, fund, and/or improve the climate for the arts and cultural activity in their community are vital to MCACA's mission.

NOTE: Arts and cultural projects that are focused on arts and learning, arts production or presentation must apply to other Council programs. IF YOUR APPLICATION IS SOLELY FOR ARTS PROGRAMMING (festivals, exhibits, arts education, etc.) YOU <u>MUST</u> APPLY TO THE MCACA PROGRAM WHICH FUNDS THOSE PROJECTS. See "Arts Projects" or other MCACA program guidelines. Local Arts Agencies & Services Program projects must be <u>only</u> for Support Services to the community. If you have any questions as to what activities are eligible for this program, please contact MCACA staff.

The Local Arts Agencies Services Program:
- Encourages local initiatives that will enhance the quality of, and broaden audiences for, arts and cultural activities.
- Promotes increased and sustained public and private funding for the arts at the local, regional or statewide level.
- Encourages increased involvement in the arts by the community and local governments.
- Encourages increased involvement in the community by local arts agencies and cultural organizations.
- Strengthens the local arts agency as a mechanism for arts and cultural planning, financial support and development within a city, county or multi-county region.
- Encourages joint planning for the arts by state and local arts agencies, business and community leaders, public officials, other service organizations, arts and cultural organizations and artists.

MCACA also believes Local Arts Agencies have a role to play as job creation partners within their communities. With that in mind, MCACA will also fund the professional development of key Local Arts Agency staff to better prepare them to engage their communities in job creation and retention efforts.

Matching Funds
Applicants in this program may request from $5,000 to $20,000
All council programs require that the applicant supply a level of "matching funds," or funds available to them through other sources. The grant request may not exceed one-third of a project's total cost. Applicants must make a 2:1 match. The cash match must be at least 50% of the request, the remainder of the matching requirements may be cash, in-kind contributions, or a combination of the two. State funds may not be used as matching funds.

Funding may be used for:
- Calendars of events
- Coordinated booking
- Cultural planning
- Workshops
- Conferences
- Board development

- Technical Services
- Salaries, wages, honoraria
- Coordinated management
- Supplies, materials, catalog, posters, packaging, distribution and other marketing expenses
- Arts-related industry development
- Services-based video, film development
- Lectures, symposia, panels, public discussions
- Facility management
- Professional development

Funding may not be used for:
- Arts and Cultural projects focused on arts and learning or arts production and/or arts presentation*
- Costs associated with the start-up of a new organization*
- Costs incurred prior to the grant starting date*
- Fundraising activities
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are member of an applicant's staff or board
- Exhibitions or productions by children or students in grades K-12
- Payments to students
- Indirect costs (charges made by an organization to cover the management or handling of grant funds).*
- Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested*
- Operating costs not associated with the project
- Regranting or subgranting by the applicant or other organizations
- Purchase awards, cash prizes, scholarships, contributions or donations*
- Food or beverages for hospitality
- Entertainment or reception functions*
- Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*
- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance), preservation or restoration of non-arts collections*
- Publication , records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit*
- Creation of textbooks / classroom materials*
- College or university faculty exhibitions or performances*
- Internal programs at colleges or universities.* NOTE: University or college projects must document significant community benefit, ownership, support, and shared use of projects, and submit compelling letters of support
- Commissioning of their faculty by colleges or universities*

- Curriculum development, in service, or circular activities
- Scholarly or academic research, tuition, and activities, which generate academic credit or formal study toward an academic or professional degree*
- Capital improvements, new construction, renovation or permanent equipment items.*
- Art projects that include displays of human wastes on religious symbols, displays of sex acts and depictions of flag desecration.

*Note: These activities may not be included in the project budget.

Defining "Community"

The term "community" refers to a local, regional or statewide interactive group of people inhabiting a geographical area or linked by common social or economic circumstances, etc. The meaning of community in the context of this program may be different for every applicant and will depend on how each community defines itself. In general, community organizations include: arts councils, arts agencies and commissions, multi-arts presenters, arts centers, non-arts community organizations such as chambers of commerce and other civic groups, senior centers, neighborhood organizations, fraternal and ethnic organizations and local government arts and cultural agencies.

Note: For the purposes of these guidelines, an underserved community is defined as one in which people lack access to arts and cultural programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same space. "Underserved counties" are defined as counties identified by the Council. (Refer to the list on page 4.)

Applicants to this program must:
- Thoroughly define the "community" it intends to serve.
- Demonstrate that it is recognized and supported by its community.
- Demonstrate significant community involvement in all aspects of the project and/or service.
- Demonstrate its commitment to the arts.

Grantee Requirements

Grantees must confirm project/program implementation plans and, if requested, revise budget based upon the actual grant award.

Grantees must sign a grant agreement detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations," includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is $500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant applica-

tion must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity.

Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools.

Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

According to Public Act No. 345 of 2006, Section 405 states that each grant recipient shall provide MCACA with the following:

(a) Proof of the entire amount of the matching funds, services, materials, or equipment by the end of the award period.

(b) Within 30 days following the end of the grant period, a final report that includes the following:

 (*i*) Project revenues and expenditures uncluding grant matching fund amounts.

 (*ii*) Number of patrons attracted or benefiting during the grant period.

 (*iii*) A narrative summary of each project and its outcome, including all of the following:

 (A) How the project supported acieving the department's intended goals and outcomes for each program.

 (B) How the program met the quantifiable measures of success in meeting the goals and outcomes.

(c) By April 7 of the grant year, each recipient of a grant greater than $100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

Review Criteria

Applications to the Local Arts Agencies and Services Program will be reviewed according to the following criteria, with each criterion carrying a specific point value used to score the application. The questions posed within these four groups are used by peer reviewers as the primary tool to evaluate your proposal. Each peer reviewer will determine whether the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Relevance of Services to the Artistic Community--35 points
- Is there clearly stated evidence of the organization's project plan, as described in this application, to serve arts organizations and/or the broader community, through distinct and achievable support services?

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- Are proposed services ones that will either enhance other existing services and/or programming in the community; or are they the only such services that exist in the community?
- Is there a commitment to remaining meaningful to the communities served through examination and evaluation of previously offered services and programs?
- Is the organization able to serve the local and/or regional community by providing high quality services to arts and cultural organizations or directly to the community?

Leadership--25 points

How does the project described in this application demonstrate that the applicant organization will:

- promote and encourage increased access to arts and cultural opportunities for all potential audiences and segments of the community?
- promote and encourage arts and culture as essential to the comprehensive education of Michigan's students, of all ages, in schools and other settings?
- provide and promote opportunities to broaden cultural understanding and enhance the quality and breadth of audiences for arts and cultural activities?
- support creativity and innovation through their services?
- encourage and assist arts organizations toward diversifying revenue sources and leveraging public and private investment in arts and culture?
- contribute to the design and fulfillment of local and/or regional cultural planning goals and objectives for social as well as economic development?
- show clear evidence of economic impact, including the amount of leveraged support from sources other than MCACA?

Community Interaction--20 points

- Is there a clear demonstration that the applicant organization has involved the community when determining the scope of the project described in this application? "Community" could include any combination of artistic, governmental, educational, business, philanthropic, neighborhood organizations, or other social category, as appropriate for this applicant.
- Has the organization involved arts and cultural organizations and/or community artists, when determining the scope of the project described in this application?
- Does the organization communicate with the artistic and overall community in an ongoing, open and effective manner?
- Does the organization effectively plan with community groups and local and/or regional government?
- Is there a broad base of community support, including donors, volunteers, program participants and other contributors?

Project Management and Feasibility--20 points

- Is there clear demonstration that the applicant organization has the capacity (adequate staffing, space, access, etc.) to provide the high quality services described as constituting this project?

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- Is there management expertise appropriate to providing high quality services described as constituting this project?
- Does the organization have the financial resources, including budget and matching funds, to successfully implement the proposed project?
- Is there a plan for evaluating the effectiveness of this project?

Application Form Instructions

Helpful Hints

- Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.
- Separate applications must be completed for each grant request.
- The grant application may be duplicated.
- Applications must be typed.
- Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, good planning makes successful projects.
- The application Narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area. Also, clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.
- Clearly explain the public benefit of your project.
- Your documentation should support your application. Remember to use current letters of support and samples of work. Remember, if you have a website include appropriate references, especially in regards to samples of work, annual reports, strategic plans etc., as they relate to your application.
- You should consider your budget another opportunity to state your case for funding. Use your budget to support your project Narrative. Make sure that the numbers in the budget match the numbers in your Narrative.
- Provide detailed explanations for all budget items, cash and in-kind. Double check the accuracy of all mathematical calculations.
- Remember, prior MCACA funding does not ensure continued support.
- Check for typos.
- Before mailing, make certain your application package is complete. You **will not** be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

Section 1: Cover Page ---The cover page provides a receipt record for Council use and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Include a project synopsis with timeline, number andtypes of activities for which MCACA funding is requested. Limit your response to the space provided. If the project is funded, this summary will be the basis for your grant contract language.

Section 2: Applicant Information

Name, address and telephone number. Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

Section 2 County Code and Section 3 Project County Code(s)

Section 2 --- Enter the name and 2-digit code for the county in which the applicant organization's main office is located. Section 3 --- Enter the two digit code(s) for the county in which the project takes place. The applicant organization's location and the project location may differ. Enter all county codes that apply.

01	Alcona	23	Eaton	44	Lapeer	66	Ontonagon
02	Alger	24	Emmet	45	Leelanau	67	Osceola
03	Allegan	25	Genesee	46	Lenawee	68	Oscoda
04	Alpena	26	Gladwin	47	Livingston	69	Otsego
05	Antrim	27	Gogebic	48	Luce	70	Ottawa
06	Arenac	28	Grand Traverse	49	Mackinac	71	Presque Isle
07	Baraga			50	Macomb	72	Roscommon
08	Barry	29	Gratiot	51	Manistee	73	Saginaw
09	Bay	30	Hillsdale	52	Marquette	74	Sanilac
10	Benzie	31	Houghton	53	Mason	75	Schoolcraft
11	Berrien	32	Huron	54	Mecosta	76	Shiawassee
12	Branch	33	Ingham	55	Menominee	77	St Clair
13	Calhoun	34	Ionia	56	Midland	78	St Joseph
14	Cass	35	Iosco	57	Missaukee	79	Tuscola
15	Charlevoix	36	Iron	58	Monroe	80	Van Buren
16	Cheboygan	37	Isabella	59	Montcalm	81	Washtenaw
17	Chippewa	38	Jackson	60	Montmorency	82	Wayne
18	Clare	39	Kalamazoo	61	Muskegon	83	Wexford
19	Clinton	40	Kalkaska	62	Newaygo	99	Statewide
20	Crawford	41	Kent	63	Oakland		(use for project activity only)
21	Delta	42	Keweenaw	64	Oceana		
22	Dickinson	43	Lake	65	Ogemaw		

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Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Status Code--Describes Legal Status

Enter the 2-digit code that indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter that describes it.

02   **Organization-Nonprofit**, no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

      A   **An unincorporated association formed for nonprofit purpose**: a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

      B   **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

      C   **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

      D   **A tax exempt organization other than (501(c)3) or one which is a segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

03   **Organization-Profit**, income or assets do inure to the benefit of directors, officers, employ ees, or stockholders.

04   **Government-Federal**, to be used when the mail recipient is a unit of federal government.

05   **Government-State**, to be used when the mail recipient is a unit of state government.

06   **Government-Regional**, to be used when the mail recipient is a unit of a sub-state regional government.

07   **Government-County**, to be used when the mail recipient is a unit of a county government.

08   **Government - Municipal,** to be used when the mail recipient is a unit of a municipal govern ment.

09   **Government-Tribal**, to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

99   **None of the above**, to designate an entry which cannot be coded.

Institution Code--enter a code to identify the applicant organization.

03   Performing group of artists who perform works of art (an orchestra, theater, dance group)

04   Performing Group - College/University, a group of college or university students who perform works of art.

05   Performing Group Community - a group of persons who perform works of art avocationally and that may be, but is not necessarily, professionally directed.

06   Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.

07   Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.

08   Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff that owns or utilizes works of art, cares for and exhibits them to the public on some regular schedule.

09   Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, that owns or utilizes tangible objects, cares for them and exhibits them to the public on a regular schedule. (e.g., organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)

10   Gallery/Exhibition Space-an organization or space that primarily exhibits works of art from collections other than its own and may be involved in selling those works.

11   Cinema - a motion picture theater organization that regularly shows films.

12   Independent Press - a non-commercial publisher or printing press that issues small editions of literary and other works.

13   Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.

14   Fair /Festival - a seasonal program of arts events.

15   Arts Center - a multipurpose facility for arts programming of various types.

16   Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area (e.g., county, state, local).

17   Arts Service Organization - an organization that does not, as its central function, produce or present the arts, but provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.

18   Union/Professional Association - includes artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.

19   School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.

20   School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators.

21   School, Elementary - also called a grammar school.

22   School, Middle - also called a junior high school.

23   School, Secondary - also called a senior high school.

24   School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.

25   School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.

26   College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.

27   Library

28   Historical Society/Commission - a historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.

29   Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g.., county, state, local.)

30   Foundation - an endowed organization that dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.

31   Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.

32   Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs. Elks, Clubs, the Salvation Army, Junior League, etc.

33   Correctional Institution - a prison, penitentiary, reformatory, etc.

34   Health Care Facility - hospital, nursing home, clinic, etc.

35   Religious Organization - church, synagogue, etc.

36   Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.

37   Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)

38   Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Includes grants to municipalities.

39   Government /Judicial - judges and courts of law.

40   Government /Legislative (House) - the representative body of government (commonly the House of Representatives) creating statues/laws. Includes representatives and related other, such as legislative research personnel.

41   Government /Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Includes senators and related others, such as legislative research personnel.

42   Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.

43	Media - Daily Newspaper
44	Media - Weekly Newspaper
45	Media - Radio
46	Media - Television
47	Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.
48	School of the Arts - any school which has arts education as its primary educational mission. Includes magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.
49	Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).
50	Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.).
51	Child Care Provider - an organization providing child care.
99	None of the above.

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office, or at www.house.gov/writerep/.

Section 2--Applicant Primary Discipline Code and Section 3--Projects Primary Discipline Code:

For Section 2: Enter the one code that describes primary area of work for the applicant organization.
For Section 3: Enter the one code that best describes the primary discipline of the project.

NOTE: If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance. A training conference for performing arts presenter trustees should be coded 14 Multidisciplinary.

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01-Dance (do not include mime; see "Theater" 04 for mime)
- A-ballet
- B-ethnic/jazz include folk-inspired, (see "Folk Arts" 12)
- C-modern

02-Music
- A-band, do not include jazz or popular
- B-chamber, include only music for one musician to a part
- C-choral
- D-new, include experimental, electronic
- E-ethnic, include folk-inspired; see "Folk Arts," 12
- F-jazz
- G-popular, include rock
- H-solo/recital
- I-orchestral, includes symphonic and chamber

03-Opera/Music Theater
- A-opera
- B-musical theater

04-Theater
- A-theater-general, include classical, contemporary, experimental
- B-mime
- D-puppet
- E-theater for young audiences

05-Visual Arts
- A-experimental include conceptual, new media, new approaches
- B-graphics, include printmaking and book arts; do not include graphic design: see "Design Arts" 06
- D-painting, include watercolor
- F-sculpture

06-Design Arts
- A-architecture
- B-fashion
- C-graphic
- D-industrial
- E-interior
- F-landscape architecture
- G-urban/metropolitan

07-Crafts
- A-clay
- B-fiber
- C-glass
- D-leather
- E-metal
- F-paper
- G-plastic
- H-wood
- I-mixed media

08-Photography, include holography

09-Media Arts
- A-film
- B-audio include radio, sound installations
- C-video
- D-technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

10-Literature
- A-fiction
- B-nonfiction
- C-playwriting
- D-poetry

11-Interdisciplinary--pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

12-Folk Life / Traditional Arts--pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. **Do not include folk-inspired forms.** For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

12A-Folk/Traditional Dance

12B-Folk/Traditional Music

12C-Folk/Traditional Crafts and Visual Arts

12D-Oral Traditions (include folk/traditional storytelling)

13-Humanities--pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14-Multidisciplinary--pertaining to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multidisciplinary. Do not include interdisciplinary activities or events. See "Interdisciplinary," Code 11.

15-Non-arts/Non-humanities

Section 2: Grantee Race Code

Enter the ONE code below that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

A   50% or more Asian
B   50% or more Black / African American
H   50% or more Hispanic / Latino
N   50% or more American Indian / Alaska Native
P   50% or more Native Hawaiian / Pacific Islander
W   50% or more White
99   no single group listed above represents 50 percent or more.

Section 3--- Project Race/Ethnicity Code

 Enter the ONE code below that best reflects the project activities: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, chose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99."

Section 3 --Project Information
Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

Activity/Project Title

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2007 through September 30, 2008

Type of Activity Codes--General description of what you plan to do.
01   Acquisition - expenses for additions to a collection.
02   Audience Services - ticket subsidies, busing senior citizens to an event.
04   Creation of Work of Art/Commission.
05   Concert/Performance/Reading-include production/development.

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06   Exhibition - include visual arts, film, video, production development.

07   Facility Construction, Maintenance, Renovation. Note: Design is 04.

07   Facility Construction, Maintenance, Renovation. Note: Design is 04.

08   Fair/Festival - periodic/seasonal program of arts events.

09   Identification/documentation - archival, educational purposes.

10   Institution/Organization /Establishment -creation/development of a new institution/organization.

12   Arts Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.

13   Marketing - see budget definitions.

14   Professional support - administrative.

15   Professional Support - artistic.

16   Recording/Filming/Taping - including creation in 04, documentation in 09, publication in 17.

17   Publication - books, manuals, newsletters.

18   Repair/restoration/Conservation.

19   Research Planning - include program, evaluation, strategic planning, and establishing partnerships/collaborations between agencies.

20   School residency - artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.

21   Other residency - artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.

22   Seminar/Conference.

23   Equipment Purchase/Lease/Rental.

24   Distribution of Arts - films, books and prints, including broadcasting.

25   Apprenticeship/Internship.

26   Regranting

27   Translation

28   Writing About Art - include criticism.

29   Professional Development/Training - activities enhancing career advancement.

30   Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.

31   Curriculum Development/Implementation--include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.

32   Stabilization/Endowment/Challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves or enhance funding leverage or stabilization.

33   Building Public Awareness - activities designed to increase public understanding of the arts or to build public support for the arts.

35   Website / Internet Development - include the creation or expansion of existing Websites (or sections of Websites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.

digital networks.

99   None of the above.

Arts Education Code:

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should be coded 99.

For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable:

01   50% or more of this projects activities are arts education directed to:
        A. K-12 students
        B. Higher education students
        C. Pre-kindergarten children
        D. Adult learners (including teachers and artists)

02   Less than 50% of this project's activities are arts education directed to:
        A. K-12 students
        B. Higher education students
        C. Pre-kindergarten children
        D. Adult learners (including teachers and artists)

99   None of this project involves arts education

Project Descriptors
Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your activities, enter a "Z."

A   Accessibility - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

I   International - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

P   Presenting/Touring - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating

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outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

T   Technology - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Y   Youth at Risk - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Section 4 --- Summary Information

The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a----Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b----Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.**Artists Participating**

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

Amount Paid to Artists

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

Section 4c ----ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5--- Projected Budget

Complete the budget, paying attention to the instructions on the application form as well as the budget definitions.

NOTE: A detailed itemization must be provided **as Attachment #2**. The budget itemization must follow the same format as the sample itemization in this booklet (pages 31-32) and include all sub-totals and totals.

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.
Note: If the applicant is NOT an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA .

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization. **On the Expense page of the budget form, please include the amount of the cash expenses that are to be MCACA monies, in the column headed "MCACA dollars."**
Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.
After completing the project budget, Section 5, transfer information to Budget summary (section 4a).

Section 6: Economic Assesment

Complete this section following the instructions located at the top of the form.

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Section 7: **Assurances**

Please review carefully. Provide the signature of the authorized official, or board designee. Include the meeting and signing dates.

Section 8: Attachments

The following attachments and the Attachment Checklist (found at the end of the application) must be submitted with your application.

Attachment 1, Proposal Narrative

The Project Narrative is vitally important to the Peer Panel Reviewers, as it tells the story of your project and includes details such as the who, what, when, where, why, and how much. The Narrative should be written so that it can be easily understood by someone not familiar with the applicant organization or geographic location.

Narrative Formatting

Narrative must be typed, single spaced, on 8½" x 11" sheets of white paper, one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on both sides.   Submit no more than six narrative sheets and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Include the name of the organization and narrative question on each page. **Failure to adhere to formatting criteria may result in a loss of points.**

Compose the Narrative by addressing the review criteria on page 9. The numbered items 1-4 below provide details on the criteria. The information you provide will be reviewed according to this criteria.

1. Relevance of Services to the Artistic Community--35 points

Describe the communities this project will serve. Describe how and why the activities described in this project are meaningful to those communities. Discuss how the organization measures whether programs and/or services are still viable. Address the capacity of the organization to provide services/activities described as the project.

2. Community Arts Leadership--25 points

Describe how the organization functions as a leader for the local, regional or statewide community identified in this project. Activities may include programs and/or services to other organizations that address areas such as: access to arts and cultural opportunities; arts education; audience development; diversifying, balancing, and leveraging funding sources; and economic development.

3. Community Interaction--20 points

Describe how the organization included the community in the development of this project. Describe the interaction/communication between the organization and the community. Demonstrate support of the organization from the artistic, educational, business, governmental, and other segments of the community.

4. Project Management & Feasibility--20 points

Address the ability of the organization to provide the services and functions described as the project. Describe the organization's capacity to implement the plan. Indicate how the organization will evaluate the effectiveness of the project.

Attachment 2, Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists payments should dentify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the list of the artists' names). The itemization must be accurate and balance with the projected budget in section 5. **You must indicate if amounts listed on lines 1 through 14 are pending or confirmed by placing a "p" or "c" next to the dollar amount. Please note that in your itemization, MCACA is requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.**

Attachment 3, Organizational History

In not more than one page, please provide a description of the applicant organization, including history and activities. Be sure to include the organization's mission statement.

Attachment 4, Proof of Tax Exemption Status

Provide proof of tax exempt status. A 501 (c) (3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan nonprofit incorporation, articles of incorporation, bylaws, proof of sales tax exemption.

Agencies of government, public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

Attachment 5,   List of Governing Board Members

Provide a roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

Attachment 6, Project Director's Resume or Bio

Provide the resume or bio of the project director.

Attachment 7, Letters of Support

Provide a minimum of three but no more than ten letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

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Attachment 8, Resume(s) or Bio(s) of Key Decision Makers

Provide the resumes or bios of the key project decision makers, jurors, panelists, etc.

Attachment 9, Organization's Overall Operating Budget

Provide, as an attachment, your organization's projected overall budget for the time frame covered by this grant (10/1/07-9/30/08). Indicate if amounts included are pending or confirmed by placing a "p" or "c" next to the dollar amounts.

Attachment 10, Organizational Chart

Include your organizational chart, showing who functions in which capacities. Key positions, including your Board of Directors, should be included. Individuals' names should also be listed, and whether they are full or part-time, and whether paid or volunteer.

Attachment 11, Documentation and Samples of Work

Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, samples of work etc.), to acquaint panelists with your organization and its programs.

No oversized (larger than 9" x12") items may be submitted.Submit Samples of Work using the following formats as applicable. Do not submit original work.Each item should be labeled and numbered in the right, top corner.

Support materials may not exceed the following:
1.   Three copies of not more than five, one-page items (press releases, critical reviews, etc.)
2.   Three copies of not more than one, multi-page item (newsletter, pamphlet, annual report, etc.)

Audio
1.   Submit standard CD or audio cassette tapes
2.   Submit three (3) copies of one (1) audio recording
3.   Label the audio recording with name of the applicant organization.

Printed Photography
1.   Submit three sets of up to ten, 8" x10" photos.
2.   Label each photo with: number 1 to 10, the name of the applicant organization, the name of the artist, group, performer, etc., as applicable, title of the work, activity, site, etc., as applicable and top of the image
3.   Package Photos in a clear plastic or acetate, 9" x12" loose-leaf sheet.

Video Recording

1. Submit three copies of one CD-rom, DVD, or ½ VHS format video cassettes, recorded at standard play speed.
2. Label the Video Recording with the following information:
*   name of applicant organization
*   title of the project
*   title of work(s), name of activity, etc., as applicable
*   name of the work's creator, or subject, etc., as applicable

Attachments/Checklist

The Attachments/Checklist must be completed and sent with your application form.

Mailing Instructions

Applications are due by May 1, 2007, for projects beginning on or after October 1, 2007.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand-delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted or reviewed. Metered mail will not be accepted as proof of meeting deadlines.

Applications will be evaluated by review panels as submitted.

Faxed applications are unacceptable.

The original and three copies (total of four) of completed application and required attachments must be collated and each placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 8, "Packaging" in the application form).

Three copies of documentation requested in specific program or category guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.Send application package to:

Grant Application
ATTN. Local Arts Agencies and Services Program
Michigan Council for Arts and Cultural Affairs
702 West Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8206

Budget Definitions

Activity
Refers to the specific project or range of operations funded by MCACA.

Admissions
Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash
Funds from the applicant's resources allocated to this project.

Capital Expenditures-Acquisitions
Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other
Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Corporate Support
Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not

include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see "Other Expenses."

Non-employee Artistic Fees and Services
Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, Other Fees and Services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses
All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support
Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned
Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental
Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State Support Not From Council
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Department of Education, MSHDA, DNR, MDOT etc.*

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NOTE: MCACA Minigrants and Touring grants cannot be included in this activity.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity.   Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Test Yourself

Take a look at the following questions. If you can answer each question "Yes," you have prepared your application to be reviewed by the peer panel. If any of your answers are "No," you may want to revisit your application.

1.   Did you use an inclusive process to develop your project?
2.   Does your application Narrative clearly respond to the program guidelines and review criteria?
3.   Is the proposed project compatible with the mission and goals of your organization?
4.   Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5.   Are all of your letters of support current and relevant to your project?
6.   Have the grant program matching requirements been met?
7.   Have you clearly explained what you plan to accomplish through your project? Why? How? When?
8.   Are the project activities accessible to the general public? Persons with disabilities?
9.   Is the facility where the project activities will take place accessible to persons with disabilities?
10.   Do resumes and bios of key personnel reflect relevant experience and expertise?
11.   Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
12.   Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
13.   Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

Sample Itemization
MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c" next to the dollar amount.

ATTACHMENT #2, Page 1
"Your" Arts Organization Inc.

REVENUE
(p = projected) (c = confirmed)

			SUB TOTALS	TOTALS
Line 1 Admissions				
	Ticket sales			
	4 performances x 750 x $5 per ticket	$15,000 p	**$15,000**	
Line 2 Contracted services				
	7 school workshops - 7 x $150 ea	$1,050 c		
	2 school performances - 2 x $350 ea	$700 c		
		$1,750 c	**$1,750**	
Line 3 Other / Memberships				
	400 x $15 per membership	$6,000		
	80 x $25 per membership	$2,000		
		$8,000 c	**$8,000**	
Line 5 Corporate Support				
	The Alexander Corporation	$2,000 p		
	15 businesses @ $250	$3,750 p		
	4 businesses @ $1,000	$4,000 p		
		$9,750 p	**$9,750**	
Line 7 Other Private Support				
	Millionaire Raffle	$7,000 p		
	Charities of Our Town	$3,000 p		
		$10,000 p	**$10,000**	
Line 16 Council request		$11,000	**$11,000**	
Line 17 Total Cash Revenue		$55,500	**$55,000**	***$55,500**

*(*Note: This amount should equal the amount on line 32 of the budget form.)*

EXPENSES - IN-KIND

			SUB TOTALS	TOTALS
Line 21 Administrative Employees:				
	Executive Director - 5% of salary	$1,250	**$1,250**	
Line 25 Other fees/services (non-employee)				
	7 school teachers - 7% of salary			
	7 x $2,450 =	$17,150	**$17,150**	
Line 26 Space Rental				
	Allante Elementary Auditorium			
	2 performances - 2 x $800 =	$1,600	**$1,600**	
Line 33 Total In-Kind Expenses		$20,000	**$20,000**	***$20,000**

*(*Note: This amount should equal the amount on line 18 of the budget form.)*

Application Form Instructions **/ Sample Itemization**

EXPENSES - CASH	MCACA	Cash Expenses	TOTALS
Line 21 Administrative Employees			
Executive Director - 20% of salary	$1,500	$5,000	**$ 5,000**
Line 22 Artistic Employees			
Grover Dance Company (5 dancers)			
4 performances -4 x $5,550	$,5000	$22,200	
2 performances -2 x $1,300	$1,300	$2,600	
		$24,800	**$24,800**
Line 24 Artistic Fees / Services			
Robert Perry (dancer)			
2 three-hour workshops - 2 x $200	400	$400	
John Dubin (dancer)			
1 lecture/demonstration - 1 x $200	200	$200	
Darla Heller (dancer)			
2 in-service 2 x $200	$400	$400	
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x $800	$500	$1,600	
The Mozart Symphony			
4 performances - 4 x $2,500	$1,700	$10,000	
		$12,600	**$12,600**
Line 26 Space rental			
Hicks theater			
4 performance - 4 x $1,050		$4,200	**$ 4,200**
Line 28 Marketing			
Newspaper Ads			
4 x $180		$720	
5 x $200		$1,000	
2 x $780		$1,560	
Posters			
50 x $13		$ 650	
		$3,930	**$3,930**
Line 29 Other Expenses			
Ticket Agent		$500	
School materials			
Dance Dream booklets - 245 x $3		$735	
Teacher guide booklets - 7 x $5		$35	
Royalties		$2,450	
Millionaire raffle		$1,000	
Corporate fundraising solicitation		$250	
		$4,970	**$4,970**
Line 32 Total Cash Expenses		**$55,500**	***$55,500**

(*Note: This number should equal the amount reported on line 17 of the budget form.)

*NOTE: The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers <u>are not</u> to be used as recommendations of the Council of proper pay scales/expenses etc.